

SAFETY AND HEALTH NEWSLETTER



NAVY SUPPORT FACILITY DIEGO GARCIA



Personal problems and workplace hazards



Team leaders, managers and supervisors are there to help the worker address personal problems that affect his job performance

How many times have we heard the story of the person who had an argument with his or her spouse or parents, storms out of the house, gets

into a car and 10 minutes later is involved in a collision accident? Or the person was distracted during work and accidentally slices off his hand on the circular saw? These things are likely to happen when we have problems that distract us.

Anger, depression, frustration or worry, as well as drug and alcohol abuse all lead to all kinds of accidents. A person who is in emotional turmoil or is suffering from the effects of drug and alcohol abuse may cause serious injury, not just to himself but to others as well. This can occur at home, the road or the workplace.

Personal lives should be kept private to the individual, but in the interest of safety, some personal problems must be addressed.

Team leaders, managers, and supervisors have a duty to see that no single worker acts in ways likely to endanger himself or other workers.

It's a fact that no organization can afford to allow subpar performance. A personal problem can result in the loss of an otherwise good worker.

Usually there is an Employee Assistance Program

STRETCHING TECHNIQUES

- Begin to stretch from a proper alignment.
- Don't strain or stretch too far. Never stretch to the point of pain.
- Increase the stretch only after you feel yourself relax.
- Breathe slowly and rhythmically.
- Don't hold your breath while stretching.
- Do not stretch beyond a point where you can breathe normally.
- Let your mind be engaged with the area being stretched.
- If you feel pain ease off to a more comfortable position.
- If pain continues consult your doctor.
- Stretch only within your limits.
- Your flexibility may vary daily.
- Adjust each stretch to your own flexibility.
- If you need to release a stretch before you're guided to, do so.

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Health Bits: Food Poisoning

You just had your lunch with your friends at your favorite restaurant, you had your favorite dish. Then you relax and swap stories for a few minutes. After that you go back to the office to finish some reports.

A few hours later you begin to feel nauseous, dizzy, and you're having abdominal

pains. Chances are you have a case of food poisoning.

Food poisoning usually last less than 48 hours, but there are extreme cases wherein it resulted in a fatality.

Bacteria is the most common cause of food poisoning and it takes a large amount of this to make a person sick. Usually

bacteria is reduced or destroyed thru cooking. But bacteria can flourish in between the time when the food is cooked to when it is refrigerated. So to prevent this, it is important to keep the food properly hot or cold.

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Health Bits: Food Poisoning

Source: www.safety.com

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Cross-contamination such as handling of food with dirty hands or utensils is another source of food poisoning.

Here are some helpful tips to prevent food poisoning:



Always wash your hands to avoid contamination when preparing food

- Wash hands before, during, and after food preparation. This is the most effective safeguard against food poisoning. Use soap and warm water and wash for 20 seconds.
- Always use clean utensils, cutting boards and any other kitchen equipment in preparing food. Use soap and hot water for utensils. Use a diluted bleach solution on countertops and cutting boards to kill bacteria.
- After handling raw meat,

fish or poultry, wash utensil or plate first before reusing. Bacteria from the raw juices may still linger and cause contamination if reused without cleaning.

- Wash fruits and vegetables before consuming them.
- Keep hot foods hot and cold foods cold. If food is allowed to remain at room temperature for two hours or longer, bacteria can multiply and cause food poisoning.
- Don't buy or use food from dented, bulging or rusted cans. When in doubt, throw it out. Don't even open it. Consuming food from dented canned foods can cause a severe type of food poisoning called food borne botulism.

- When eating out, avoid rare and uncooked meat. Eat salad bar and deli items before they get warm.
- Do not eat any food that appear, taste or smell unusual.
- Only drink milk or fruit juices that have been pasteurized (sterilized to kill harmful bacteria).

Always handle your food carefully to avoid food poisoning.



Consult a physician if stomach pains persist. Better safe than sorry! Symptoms of food poisoning vary depending on

the person, so you never know if it is a severe case or not.

Under the Sun

Source: RNLI Beach Safety

Excessive exposure to the sun's harmful rays can do serious damage to the body.

Spending even a short time in the sun can result in sunburn, heat exhaustion or heat stroke. This can result into illness and sometimes, even death. Studies show there is even an increase in skin cancer cases over the world.

It is always a good idea to avoid direct exposure to the sun during the hottest part of the day, which is between 10 am and 4 pm. To protect yourself:

- Slip on a shirt (preferably a long sleeved one)

- Slap on a hat
- Apply the appropriate sun screen
- Take advantage of shades whenever possible

Stay hydrated. Make sure you drink plenty of water or sports drinks to avoid dehydration.

Prevent damaging your eyes on sunny days, wear sunglasses with 100 % UV protection. Check the label when buying sun glasses.

Applying a broad spectrum sunscreen on exposed skin with a **Sun Protection Factor (SPF)** of at least 15 or higher will help avoid sunburn. Reap-

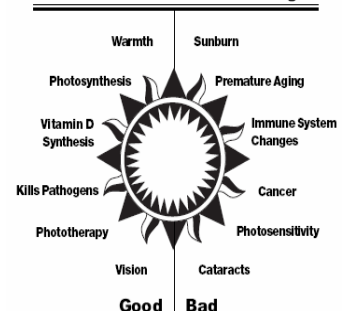
ply every 2 hours or after swimming, playing, or exercising outdoors. It can come off and expose you to harmful sun rays.

Its easier to relax when you know you're protected!



It is UV radiation,
not the warmth or the
brightness of the sun,
that causes damage
to our skin.

Good and Bad Effects of Sunlight



Source: www.safetyworld.com

Personal problems and workplace hazards

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in most companies or organizations that helps the worker cope with personal problems without jeopardizing their employment.

Here some steps a supervisor can do to help support the organization address the personal problems of the worker:

1. Begin by maintaining a record of the incidents which gives rise to the concern, specifically, instances wherein the safety rules were not followed-tardiness, mistakes, lapses and so on.
2. Plan your approach carefully before raising the matter to the offender. Speak with the offender with a view reinforcing positive behavior while at the same time correcting the negative behavior. Keep the focus on job related concerns. You may show some concern, but remember that it is not your function to solve a personal crisis.
3. Always emphasize on the positive. Begin by giving a complement to the employee. This will help reinforce a positive dialogue between the two of you.
4. Explain your position in terms of the needs of the job. Most people respond best to an explanation of your problem, and a call for help in meeting the demands of the job.
5. Point out to your team member the specific lapses. Be clear and precise, even when he senses what you are hinting to.
6. Ask if there is anything troubling your associate. The problem will probably bring forth strong emotions so try to keep emotions cool. Point out that everyone has personal problems from time to time. cite examples if appropriate for the subject. But most importantly, let him know that there is help if something is troubling him. Your associate may tell you his problem. If he does not, do not pry. If he confides in you, the only advice to give is the name of someone who can give or refer him to professional help. Keep the things you have talked about confidential.
7. Call for action to correct the problem. Do not let the employee use the personal problem as an excuse for sub-par performance.

Combine a sense of urgency and firmness with your expectation that the worker will solve the problem. Ask him to suggest how he can correct it and invite his participation in setting a timetable for turning things around.

8. End the dialogue with a positive note. This way the person with the problem will feel good about himself and help him realize that he needs to deal with the problem immediately.

No one is immune to problems. At some point in time, every one of us has to deal with one, whether it's a personal or work related problem.

When we carry personal problems that are too heavy for us to handle alone and bring it with us to work, it creates distractions and hazards not only to us but to the people around us. The best way to deal with problems is to seek help.

As for the supervisors at work, always be keen to these types of behaviors and act upon them. Do not wait for an incident to happen. Be courteous to your associate when dealing with problems. After all, we can only depend on each other to get the job done.



Most problems can be resolved by seeking professional help.

“Personal problems affects job performance and compromises the safety of the workplace”



Safety Department's Activities June 06

There's always room for improvement. Visit us at <http://ice.disa.mil> and tell us how we can improve the island's safety program.



Safety Quote of the Month:
Informed is better than deformed!

Safety Representatives Briefing

15 June 06 1330H at the NSF Safety

Training Room Bldg. 301

Target Audience: All newly designated safety representatives

Hazmat Coordinators Briefing

16 June 06 1330H at the NSF Safety

Training Room Bldg. 301

Target Audience: All newly designated Hazmat representatives

Safety Committee Meeting

01 June 06, 1500H at the NSF Conference room

Target Audience: All Safety Representatives

Island Indoctrination

Bi-monthly, 1500H

Acey Deucey Room

Target Audience: All new personnel (mandatory for officers, enlisted and civilian personnel)

OSH INSPECTION SCHEDULE JUNE 06

Facility #	Organization	Facility Name
161	Supp/Billeting	BEQ 1
162	Supp/Billeting	BEQ 2
163	Supp/Billeting	BEQ 3
164	Supp/Billeting	BEQ 4
171	Supp/Billeting	BEQ 5
165	Supp/Billeting	BEQ 6
166	Supp/Billeting	BEQ 7
170	Supp/Billeting	BEQ 11
177	Supp/Billeting	BEQ 12
1613	Supp/Billeting	BEQ 13
1614	Supp/Billeting	BEQ 14
1615	Supp/Billeting	BEQ 15
1616	Supp/Billeting	BEQ 16
1618	Supp/Billeting	BEQ 17
1620	Supp/Billeting	BEQ 18

Noise at the workplace

Source: www.afscme.com

OSHA

The Occupational Safety and Health Administration (OSHA) noise standard 29CFR 1910.95 promulgates the protection of the workers against the effects of noise exposure. Noise is measured on the "A" scale of a standard sound level meter at a setting of slow response.

Table G-16 shows the permissible noise exposure. When employees are exposed to sounds exceeding those listed in Table G-16, feasible administrative and engineering controls shall be put in place. If such controls placed fail to reduce the sound levels within the levels of table G-16, personal protective equipment must be issued to the worker, to reduce sound levels to meet the requirements of table G-16.

Noise can be controlled by:

Engineering controls

- Using equipment that makes less noise

- Enclosing or isolating machines to muffle sound
- Keeping equipment lubricated and in good working order

Administrative Controls

- Rotating Shifts
- Moving workers away from the noise

Personal Protective Equipment



- Wearing of ANSI S3.19-1974 approved personal protective equipment such as earplugs and earmuffs

The OSHA noise standard is 90 dB averaged over an 8 hour shift.

LEGAL DOES NOT ALWAYS MEAN SAFE! Hearing damage can begin at levels as low as 80 dB at an 8 hour day exposure.

Table G-16 PERMISSIBLE NOISE EXPOSURES (1)

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115